

November 5, 2020

Dear TBAISD Staff,

The Teacher and School Support Staff COVID-19 Grant Program was created by Public Act 166 of 2020 for grants to eligible classroom teachers and support staff to recognize the additional time school personnel spent outside of normal working hours as well as support increased costs experienced to provide services to students during the period of school closure in the 2019-20 school year as a result of the COVID-19 pandemic. For those that qualify and are eligible, this Act includes a one-time hazard payment for both teachers and school support staff in the Fiscal Year 2020-21 from the Department of Treasury budget to recognize this additional work.

This communication is to inform you that your role during the 2019-20 school year may qualify you to be eligible for this [Department of Treasury Grant](#). TBAISD utilized the Department of Treasury Guidance, [CEPI Registry of Educational Personnel](#), and an informational webinar sponsored through the MEA, MAISA, MSBO and MASA to seek guidance on eligibility.

Please review [Form 5734](#) and read the attached instructions before completing the application. This form is to be used by classroom teachers and school support staff to certify eligibility for the COVID-19 Grants Program funds. As a reminder, this is to be completed for your position in the 2019-20 school year. The certification form must be submitted to Renee Childers, TBAISD Administration Building, no later than December 4, 2020. This form contains personal information such as your residency address and social security number, so please do not send this type of sensitive information through email. For locating your personal identification code (PIC) you can visit the [MOECS](#) website. If you are unable to locate your number, please email [rchilders@tbaisd.org](mailto:rchilders@tbaisd.org). For clarification purposes, upon receipt of this form and verification boxes are checked, the district will submit your information by the December deadline to the Treasury.

**The Michigan Department of Treasury is required to distribute funding allocated under the Act directly to eligible classroom teachers (in an equal amount up to \$500.00) and school support staff (in an equal amount up to \$250.00) on or around February 25, 2021. Please refer to the Department of Treasury Grant link for additional information regarding the grant, important dates, and methods of distribution.**

We have posted notice of this grant information directly on our website at [https://www.tbaisd.org/downloads/admin\\_files/covid\\_grant\\_for\\_teacherssupport\\_staff.pdf](https://www.tbaisd.org/downloads/admin_files/covid_grant_for_teacherssupport_staff.pdf). If you have any questions regarding this process, please contact Renee Childers or myself directly.

Emily Quinn  
Director of Human Resources